Schedule Wizard

A tool to help you plan for the upcoming term around your other commitments.

1. From My.Charlotte.edu, click the Schedule Wizard icon, located under Quick Links.
2. Select the Term, click Save and Continue.

Schedule Wizard creates a registration plan within Self Service Banner. To complete the registration process:
1. Click Register for Classes
2. Select the Term, click Continue
3. Click the Plans tab
4. Click Add for the courses you'd like to register for
5. Click Submit to complete the registration process

Status will show Registered if successful
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Schedule Wizard Registration

Schedule Wizard is a web-based schedule planning tool for students at UNC Charlotte. Schedule Wizard gives you the option to search course schedules that work around your busy life and time commitments. Use Schedule Wizard to build in breaks for work/life commitments and register for classes at the times you need.

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What is Schedule Wizard?

Schedule Wizard is for students to help plan, review and design the most efficient class schedule. By using this tool, students experience a more simple and less cumbersome registration process. This tool is useful for students trying to build a schedule from many possible options.

You may start planning your schedule as soon as the course schedule for the next term is available to view on the web. You should begin creating your schedule in Schedule Wizard after meeting with your advisor and reviewing required classes in DegreeWorks. However, you will not be able to register until your designated registration time.

You do not have to use Schedule Wizard to register. Schedule Wizard is simply a tool designed to help you plan courses for your semester.

1. Log In

From My.Charlotte.edu, click the Schedule Wizard icon, located under Quick Links.

2. Build a Course Schedule
   a. Select a Term

   You will be prompted to select a term if more than one is available. Select the Term, click Save and Continue.
b. Review Filters

Review the default course filters and make any changes based on your preferences. These can help you narrow down your search for courses.

<table>
<thead>
<tr>
<th>Course Status</th>
<th>Change</th>
<th>Instructional Methods</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Classes Only</td>
<td></td>
<td>All Instructional Methods</td>
<td></td>
</tr>
<tr>
<td>Campuses</td>
<td>Change</td>
<td>Levels</td>
<td>Change</td>
</tr>
<tr>
<td>All Campuses Selected</td>
<td></td>
<td>All Levels Selected</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>Change</td>
<td>Parts of Term</td>
<td>Change</td>
</tr>
<tr>
<td>Fall 2023</td>
<td></td>
<td>All Parts of Term Selected</td>
<td></td>
</tr>
</tbody>
</table>

- **Course Status:**
  - Open Classes Only *(default selection)*
  - Open & Full w/Waitlist Open
    - A waitlist allows you to add yourself on a list to be notified when a seat becomes available in a closed class. If a class is full, and the waitlist for the class has been made available, you may be able to add yourself to the waitlist. You will receive an email if a seat has opened up and it is your turn to register for the class.
  - Open & Full

- **Campuses:**
  - Select All Campuses *(default selection)*
  - Distance Education (Distance Education Programs Only)
  - Main/Uptown Center

- **Term:**
  - Terms available for registration. If only one term is available you will not have the option to change.

- **Instructional Methods:**
  - All Instructional Methods *(default selection)*
  - Face-to-Face Instruction
    - Face-to-Face Instruction: A face to face course is in-person, on-campus delivery. Class activity is organized around scheduled class meetings. They are measured by the number of hours spent in required class meetings.
  - Online: No Specific Mtg Times
    - Fully online with no specific meeting times.
○ Online: Specific Mtg Times
  ● Fully online with specific meeting times, meeting on a regular schedule.

○ Hybrid: F2F & Online (Async)
  ● Hybrid courses are a mix of face-to-face and online. You will attend a
    face-to-face class at a fixed and regular meeting time, plus engage in an online
    component. Asynchronous learning allows you to learn on your own
    schedule, within a certain timeframe. You can access and complete lectures,
    readings, homework and other learning materials at any time during a
    specified period.

○ Hybrid: F2F & Online (Sync)
  ● Hybrid courses are a mix of face-to-face and online. Synchronous learning
    refers to learning that requires you to attend classes, either face-to-face or
    virtually, at a scheduled time.

● Levels:
  ○ All Levels *(default selection)*
  ○ Graduate
  ○ Undergraduate

● Parts of Term: *(Always review the Academic Calendar for Parts of Term dates)*
  ○ All Parts of Term *(default selection)*
  ○ Term - Full Term
  ○ Term - First Half Term
  ○ Term - Mini-Fall *(only for Fall Terms)*
  ○ Term - Second Half Term

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c. Add Courses

  1. To add courses to your schedule, click **Add Course**.
2. Search for the courses you’d like to add to your schedule and click **Add Course.**

- **By Subject**
  - You can search by a specific course Subject. Some courses will also ask you to select a Topic.

- **Search By Section Attribute**
  - Some courses have attributes attached to them. Use this search to find courses with a specific attribute. For example, writing intensive, oral communication and/or critical thinking.

- **Search by Instructor**
  - Allows you to search for courses taught by a specific instructor

- **By CRN**
  - You are able to search by a specific CRN

- **Search by Course Number**
  - This search allows you to filter and search by course number
3. When you are finished adding courses, click **Go Back to Generate Schedules.**

![Add Courses for Fall 2023](image)

4. **Add Breaks**
   
   d. You have the ability to add breaks for when you do not want any courses scheduled. These breaks can be due to work schedules, study time, other commitments, etc.

5. Click **Add Break**

   ![Add Break](image)

6. Add the appropriate information for the break you’d like to add to your schedule.
   
   - Name the Break. You may add more than one break but they must have unique names.
   - Select Start and End time
   - Select the Days
   - Select the Duration. It can be for just the term or ongoing

7. Click **Add Break** when finished.

![Add New Break](image)
8. You will now see your break listed in the **Breaks** section.

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9. When you’ve added all your courses and breaks and are ready to view your schedule options, click **Generate Schedules**.

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10. Based on all courses that have been selected, all possible schedules with those courses will populate. If you select multiple schedules you are able to compare the schedules.
● All courses placed in the shopping cart should be showing along with the week by week schedule.
● The courses shown will give specific sections
● If there is a lock next to the course, you can choose that so that if you want to generate more schedules that specific section will always show
● If a course has a prerequisite or corequisite it will be shown
● Below the courses will show a week at a time and how courses will be scheduled
● In the upper right corner, there is a heart button. If the you like this schedule but wants to look at more you can make it a favorite by clicking on the heart button

f. Create your Shopping Cart

11. Click, if you like the schedule you have viewed and all courses will go into the shopping cart for registration
12. Click **Continue** to transfer your Shopping Cart to a Self Service Banner Plan.

![Continue button](image)

3. **Complete Registration through Self Service Banner**

Schedule Wizard creates a registration plan within Self Service Banner. After you have completed building your schedule in Schedule Wizard, clicked **Send to Shopping Cart** you will be brought to the Self Service Banner Registration landing page to complete the registration process.

13. Click **Register for Classes**

![Registration page](image)
14. Select the Term and click Continue.

![](Select_a_Term.png)

a. Review Registration Plan

15. Select the Plans tab. You should see your **Schedule Wizard Shopping Cart** schedule listed.

16. Click **Add All** to add all courses to the registration summary or click **Add** to add an individual course section to the registration summary.
17. When you add courses to your registration summary they will have a status of Pending. You must click Submit to complete the registration process.

- If registration for all courses was successful, each course will say Registered.
- If there are registration errors, you will receive an error message.

<table>
<thead>
<tr>
<th>Course</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1110 CRN 15755</td>
<td>This course has no open seats, or open seats are reserved for waitlisted students. Please select 'Waitlisted' from the action box. If not available, seating is first-come, first-served.</td>
</tr>
<tr>
<td>MATH 1103 CRN 11996</td>
<td>Repeated Course</td>
</tr>
<tr>
<td>MATH 1103 CRN 11996</td>
<td>Prerequisite and Test Score error</td>
</tr>
<tr>
<td>MATH 1103 CRN 11996</td>
<td>Closed Section</td>
</tr>
<tr>
<td>MATH 1103 CRN 11996</td>
<td>Repeated Course</td>
</tr>
<tr>
<td>WRDS 1103 CRN 15604</td>
<td>Student Attribute Restriction</td>
</tr>
</tbody>
</table>

**Full Course or Waitlist error**
Change the Action column to **Waitlist-Not Registered** and click Submit.
Appendix

Niner Central - Courses & Registration
Niner Central - Registration Information
How to Browse the Schedule Classes
Schedule Wizard FAQs
Registering from a Plan
Register by entering CRN(s) Instructions